

**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING: Monday, April 24, 2014; 5:00 p.m.**

KILMARTIN PLAZA

160 Benedict Street

Providence, RI 02909

CALL TO ORDER

Chairman Nicolas Retsinas called the meeting to order at 5:03 p.m.

ROLL CALL

Present:

Nicolas Retsinas
Dolores Cascella
Nicholas Narducci
Hilary Silver
JT Taylor
Dorothy Waters

Absent:

Roger Giraud
John Igliozi
Kevin Jackson
Ricardo Patino
Thomas Ryan

Initially five members were present, sufficient to commence an informational meeting. Commissioner Narducci arrived at 5:07 p.m. bringing the attendance to six, but not a sufficient number for a quorum or to conduct business.

APPROVAL OF MINUTES

Chairman Retsinas recognized only six members were present and asked for the minutes of March 17, 2014 are tabled until the next board meeting on May 22, 2014.

RESIDENT'S COMMENTS

None

Chairman's Report

The Chairman passed on his report and asked Director Tavares for his report.

INTERIM EXECUTIVE DIRECTOR'S REPORT

Director Tavares commended Special Projects for the informative charts they produced which highlight the annual report. The charts will travel to all high-rises for the residents to view. The Commissioners were presented with a copy of the Annual Report that was previously approved and submitted to HUD.

Secondly, the Director referenced state law requires all high-rises and buildings with public access to have a fire sprinkler system installed by January 2015. An RFQ for an engineering firm has gone out to develop plans and to assist with the solicitation of contractors. The estimates for the project were approximately \$3 million dollars back in 2008, which obviously could fluctuate.

Additionally, an RFQ for auditing services was issued in October 2013. We received ten responses that were reviewed by the committee which was then narrowed to three finalists and presented to the finance committee for their review and interviews. The review committee consisted of, Staff Attorney Michelle Bergin, Special Projects Assistant Leigh Gammino, and Director of Finance Linda Poole. In addition, the 2013 audit report has been completed and forwarded to the finance committee, which will be presented to the board at a later date.

Finally, Director Tavares explained to the board how housing authorities are obligated to prepare an analysis of what affordable rents are and then establish maximum rents for their

developments. Those figures are presented to the commissioners for approval and then become part of the operating procedure. The Director introduced Terri Green, Associate Director of Property Management, who clarified the procedure and answered questions from the Chairman and Commissioners.

COMMITTEE REPORTS:

- Budget and Finance: (Comm. Giraud)
- Resident Services: (Comm. Silver)
- Capital Improvements: (Comm. Cascella)
- Executive Committee: (Chair Retsinas)

Budget & Finance: Linda Poole, Director of Finance stated that the FY2013 Audit is complete and post-employment benefits have been adjusted. The Director clarified the federal requirements regarding post-retirement benefits to the board.

Resident Services: Commissioner Silver commented the PHA received a grant from the Eisenhower Foundation in the amount of \$20,000, and a grant from 'Get Connected' for \$12,000 for the computer labs in some of the high-rises. Additionally, there are many training programs going on for the residence. Commissioner Silver voiced her concerns for implementing a buddy system or life alert program for the elderly who are living alone.

Commissioner Cascella commented Dominica has a crime watch and buddy system that has been in place since 2004, and has been instrumental in the welfare of the tenants.

Director Tavares was pleased to announce the dedication of the Computer Lab at Dexter Manor and our collaboration with partners such as United Health Care, Cox Communications, and Broad Band RI. The Director also acknowledged Facilities Maintenance, IT, Special Projects and Resident Services for their efforts in preparing the computer lab. He stated that PHA is actively searching for partners in order to have computer labs in every high-rise.

Capital Improvements: Commissioner Cascella noted an RFQ has gone out to Engineering services for the automatic sprinkler systems installation in all high-rise. Modifications to the emergency generator at Harford has been scheduled, door guards have been installed in common hallways at Coddington Court, and door buzzers, cameras and monitor systems will be installed at all Management offices.

RESOLUTIONS:

None

OLD BUSINESS

None

NEW BUSINESS

In keeping with the monthly presentations, Chairman Retsinas asked Director Tavares to introduce Kimberly Dawley, Director of Human Resource. Kim presented a slide show of the department's functions and overview of the PHA as an organization.

Commissioner Narducci commented he would like the board to change the time of the meeting back to 5:30 p.m. Chairman Retsinas said that they will revisit his concerns sometime in the future. Commissioner Narducci asked the tenants who attended the meeting to contact other tenants in order to have better attendance at the meetings.

Melissa Sanzaro commended the residents who attend the meetings and participate in the crime watch and other programs that they implemented themselves keeping active in the communities within the high-rises. Chairman Retsinas asked the Director to find ways to utilize the meetings to better interact with the residents.

Commissioner Narducci asked if there was a need to go into executive session to discuss any pending legal matters. The Director stated that the executive session was not posted; therefore, the board could not go into executive session, but that commissioners could contact him regarding any concerns.

ADJOURNMENT

There being no further business, Chairman Retsinas accepted a motion to adjourn from Commissioner Narducci, seconded by Commissioner Cascella. Said motion passed with a unanimous voice vote.

The meeting adjourned at 6:15 p.m.

Minutes Submitted and Approved By:

Lisa Cancelliere
Recording Secretary

Paul Tavares
Interim Executive Director